Trousdale County Schools

SOLE SOURCE JUSTIFICATION FORM

Sole source purchases are goods and services available from only one supplier. Purchases for items that cannot be procured through the competitive bidding process because of the existence of a single source of supply or because of a proprietary product must be documented as to why the item(s) is considered sole source. Failure to justify a sole source purchase through documentation is a violation of the 1957 Purchasing Act.

Description of items, its function and cost estimate (use back of form if needed)

$_____

This is a sole source vendor because:

___ Sole provider of a licensed or patented good or service.
___ Sole provider of items that are repair parts of or upgrades to existing equipment, systems.
___ Sole provider of factory-authorized warranty service.
___ Sole provider of unique equipment or products not offered by others. (Complete section below)

What steps were taken to verify that these features are not available elsewhere?

___ Other brands/manufacturers were examined (List specific company names, phone numbers and contact names, and explain why there were not suitable)
___ Other vendors were contacted (List specific company names, phone numbers and contact names, and explain why these were not suitable).
___ What specific feature makes this item unique and why is this feature needed for your project? (Use back of form if needed)

The requested sole source vendor must provide a letter on their company letterhead stating the reasons that the item(s) is sole source. Attach letter to this form.

Requested Vendor_____

Department_____ Contact:_____

My department's recommendation for sole source is based upon an objective review of the good/service being required and appears to be in the best interest of the School District.

_____

Supervisor's Signature Date

_____

Director of Finance Signature Date

_____

Director of Schools Signature Date